

Private Investigators Licensing Board Online Portal Instructions



Revised June 2019

Creating Your Account

- If you are a licensee or authorized user you would need to create an account on our Online Portal.
- Your previous username and password from our old database did not transfer over.
- This portal is only for LICENSEES.
- Work card holders DO NOT need to create an account to submit an application.

► [HTTP://PILB.NV.GOV](http://PILB.NV.GOV)

The screenshot shows the official website of the Nevada Private Investigators Licensing Board. The header includes the State of Nevada seal, the board's name, and navigation links for Agencies, Jobs, and Feedback. A search bar with 'Google Custom Search' is present, along with radio buttons for 'Search This Site' and 'Search All Sites', and a 'PRINT' button. A horizontal menu bar contains links: HOME, ABOUT, PUBLIC ACCESS, MEETINGS, LICENSING, WORK CARDS, CFI, FORMS, CONTACT, and ONLINE PORTAL. The main content area features a 'WELCOME TO THE PRIVATE INVESTIGATORS LICENSING BOARD' message with a play button icon. Below this is a photograph of the Las Vegas office location, identified as the Durango Professional Plaza. To the right, under 'Important Information', it states that the board issues two types of credentials: Registered Work Cards (required for license holders) and licenses (required for individuals or companies providing regulated services). A footer note asks users to complete the correct form.

State of Nevada
**Private Investigators
Licensing Board**

NV.gov Agencies Jobs Feedback

Google Custom Search

☐ Search This Site ☐ Search All Sites

ADA Assistance PRINT

HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT ONLINE PORTAL

WELCOME TO THE PRIVATE INVESTIGATORS LICENSING BOARD

Las Vegas Office Location
Our Las Vegas location is inside the Durango Professional Plaza, just North of Desert Inn.

Important Information

The Nevada Private Investigators Licensing Board issues two types of credentials.

- **Registered Work Cards** are required for anyone that works for a license holder.
- A license is required for individuals or companies who wish to engage in the business of providing services regulated by our agency to include Private Investigator, Private Patrol, Process Server, Repossessor, Canine Handler, Polygraph Examiner and Polygraph Intern. License holders employ registered work card holders.

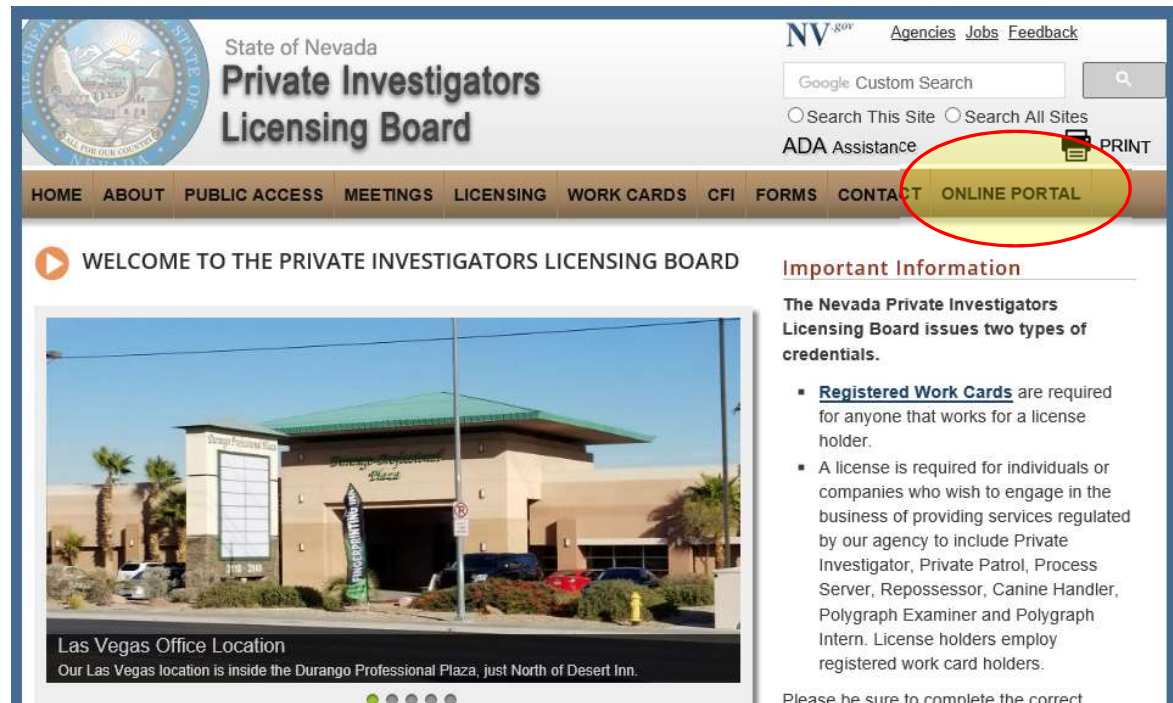
Please be sure to complete the correct

If you already have an account skip to slide 10

Creating Your Account

- [HTTP://PILB.NV.GOV](http://PILB.NV.GOV)
- Click on the Online Portal tab

3




State of Nevada
Private Investigators Licensing Board

NV^{gov} [Agencies](#) [Jobs](#) [Feedback](#)

Google Custom Search

☐ Search This Site ☐ Search All Sites

ADA Assistance  PRINT

HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS **CONTACT ONLINE PORTAL**

WELCOME TO THE PRIVATE INVESTIGATORS LICENSING BOARD

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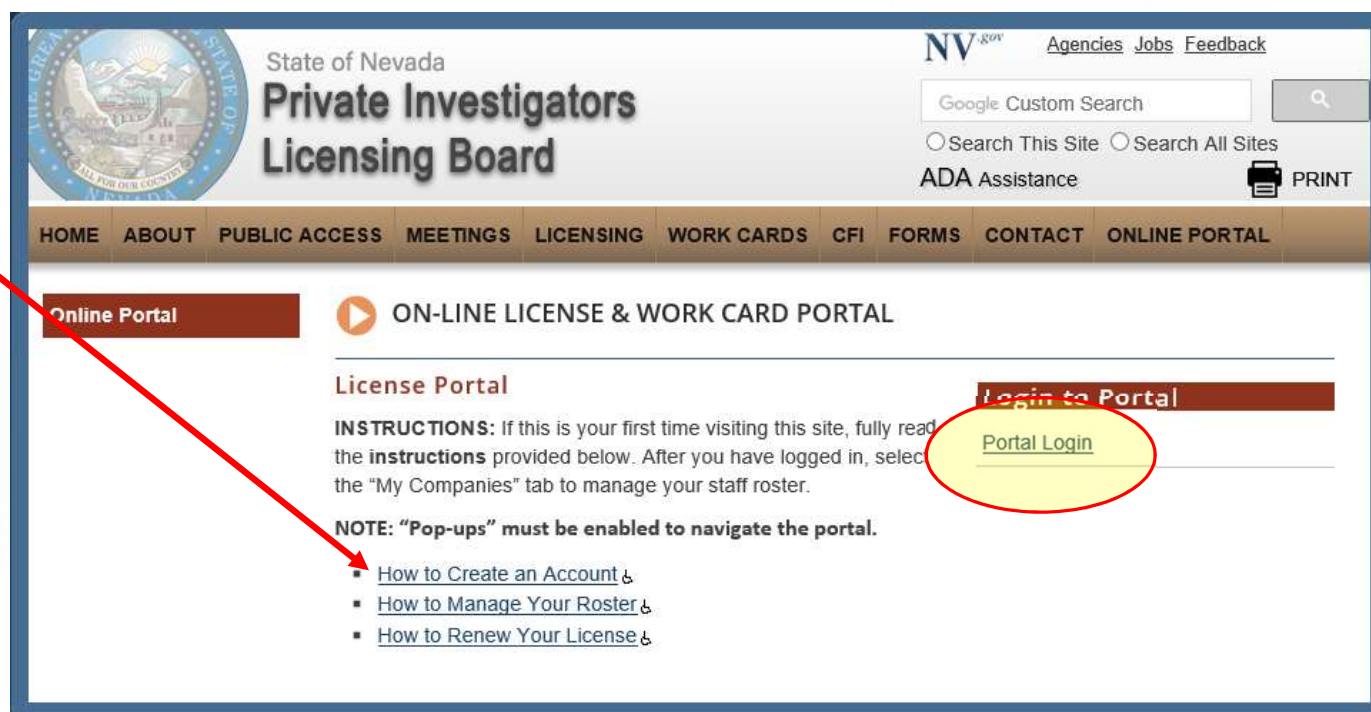
The Nevada Private Investigators Licensing Board issues two types of credentials.

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Please be sure to complete the correct

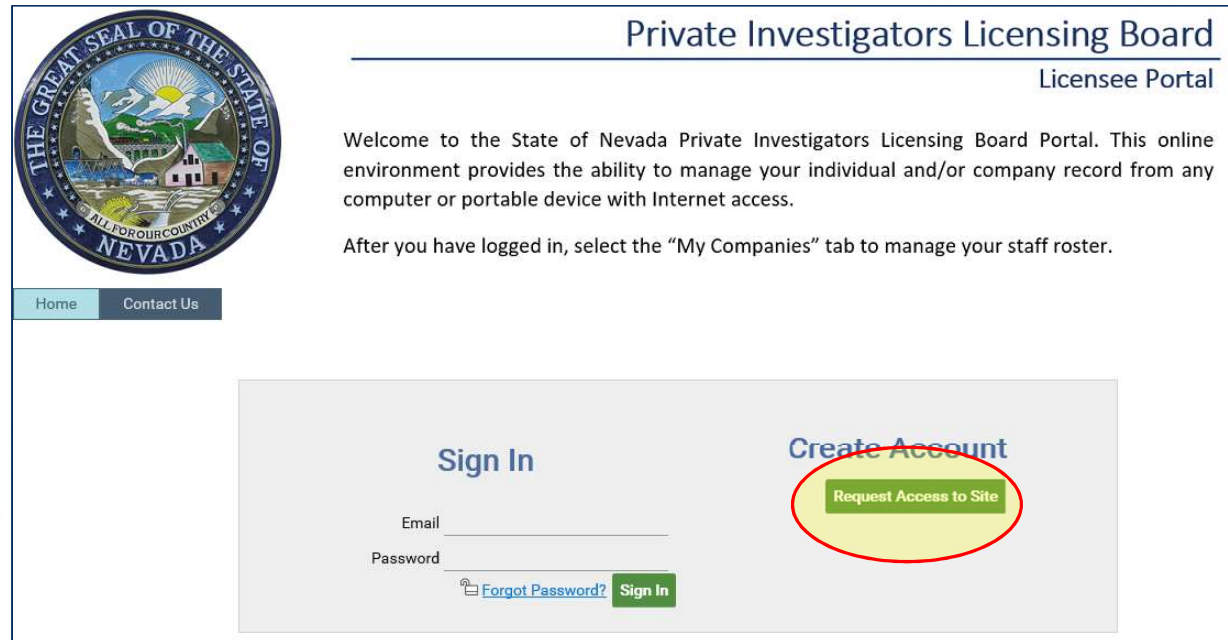
Creating Your Account

- [HTTP://PILB.NV.GOV](http://PILB.NV.GOV)
- Click on the Portal Login
- You can also find instructions on adding people to rosters, license renewals and portal login.



Creating Your Account

- Once you click on Portal Login, you will be taken to the following window.
- Start by choosing **Request Access to Site**
 - To Create an account if you **have not done so already**



The screenshot shows the 'Private Investigators Licensing Board Licensee Portal' for the State of Nevada. On the left is the Great Seal of the State of Nevada. Below the seal are 'Home' and 'Contact Us' links. The main content area contains a welcome message and a 'Sign In' section with fields for 'Email' and 'Password', a 'Forgot Password?' link, and a 'Sign In' button. To the right of the 'Sign In' section is a 'Create Account' section with a green button labeled 'Request Access to Site', which is circled in red.

Private Investigators Licensing Board
Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the "My Companies" tab to manage your staff roster.

[Home](#) [Contact Us](#)

Sign In

Email

Password

[Forgot Password?](#) [Sign In](#)

Create Account

[Request Access to Site](#)

Creating Your Account

- Fill in the information required
 - Designated with an asterisk
- DO NOT use dashes for Social Security Number

Create Account

E-mail address*

Password*

Verify Password*

First Name*


Last Name*



DOB (e.g. 01/01/1900) include the "/"*


Work Card/License #

SSN (e.g. 123456789) No Dashes*

Enter the characters.*






Creating Your Account

- Once you input your information it will bring you back to this page.
- DO NOT TRY TO LOG IN!**
 - The system is set on a timer. You must **wait 30 minutes** before you can try logging in for the first time.



Private Investigators Licensing Board

Licensee Portal

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After you have logged in, select the "My Companies" tab to manage your staff roster.

[Home](#) [Contact Us](#)

Sign In

Email

Password

[Forgot Password?](#) [Sign In](#)

Create Account

[Request Access to Site](#)

Message

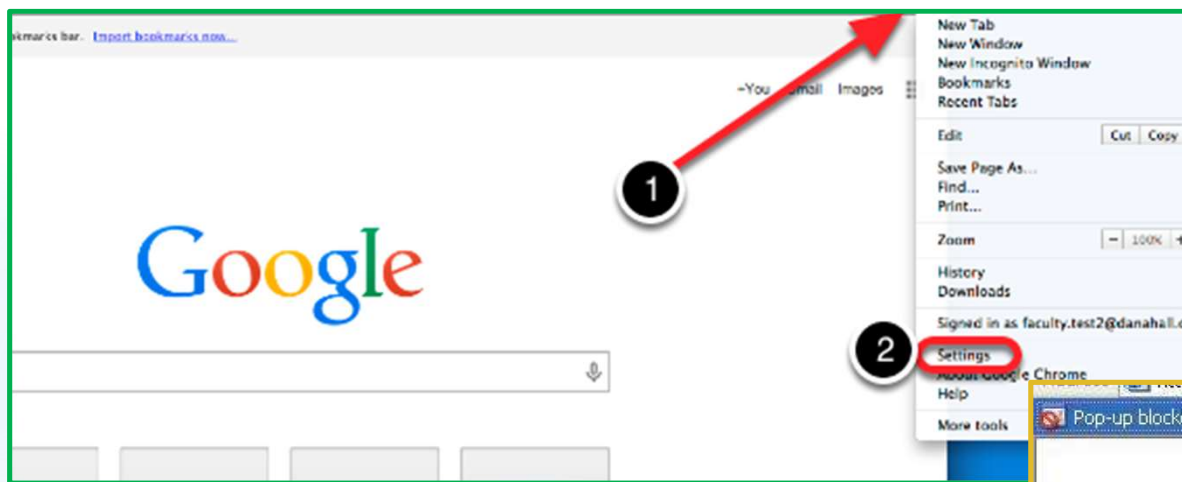
Your request has been submitted. You will receive a notification once your account has been created.

[OK](#)

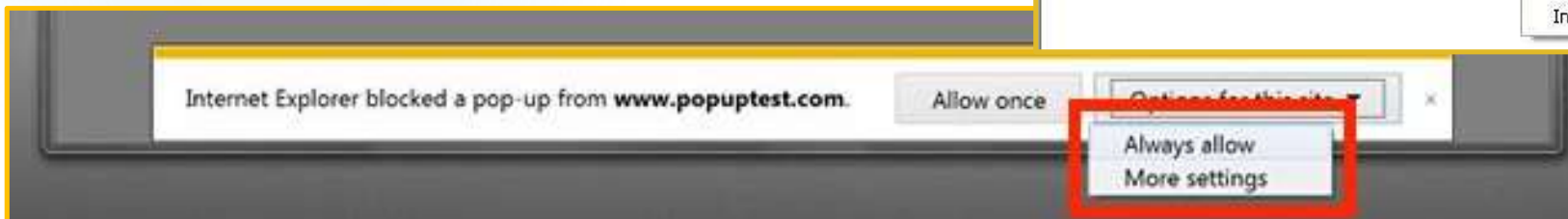
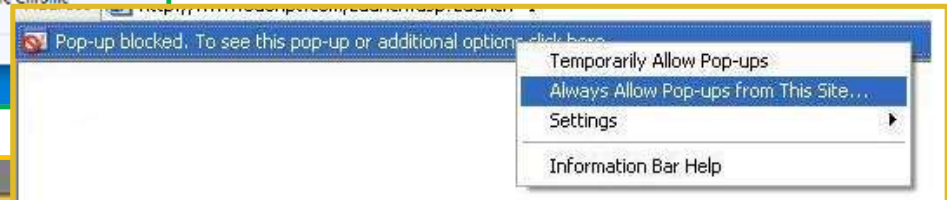
While you wait.....

While waiting 30 minutes we suggest taking the time to ENABLE POP UPS for our site. You will not be able to access our website if pop-ups are blocked.

ALLOW THIS WEBSITE: <https://nevadapilb.onbaseonline.com/NevadaPILB/EAC/Account/Login.aspx>



Each internet browser (Chrome, Internet Explorer, Safari, etc.) has their own way to **always allow** pop ups



While you wait.....

Internet Explorer: To turn Pop-up Blocker on or off

- Open **Internet Explorer**, select the Tools button , and then select **Internet** options.
- On the Privacy tab, under **Pop-up Blocker**, select or clear the **Turn on Pop-up Blocker** check box, and then select OK

Chrome: Turn pop-ups on or off

- On your computer, open Chrome.
- At the top right, click More Settings.
- At the bottom, click Advanced.
- Under 'Privacy and security', click Content settings.
- Click Pop-ups and redirects.
- At the top, turn the setting to Allowed or Blocked.

Safari: Select "Safari" > "Preferences".

- Click on "Security" at the top of the window.
- Check the box "**Block pop-up windows**" to enable this feature. Uncheck it to **disable** it.

Mozilla Firefox: To access the pop-up blocker settings:

- Click the menu button and choose Options. Preferences.
- Select the **Content** Privacy & Security panel.
- Under the **Pop-ups Permissions** section, uncheck the box next to **Block pop-up windows** to disable the pop-up blocker altogether




Creating Your Account

10

After waiting 30 minutes

1. Ensure pop-ups are disabled for our site
2. Log in



THE GREAT SEAL OF THE STATE OF NEVADA
ALL FOR OUR COUNTRY

[Home](#) [Contact Us](#)

Private Investigators Licensing Board

Licensee Portal

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After you have logged in, select the "My Companies" tab to manage your staff roster.

Sign In

Email

Password

[Forgot Password?](#) [Sign In](#)

Create Account

[Request Access to Site](#)

Online Portal

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1. Click on the **My Companies** tab
2. Then click on your Company listed below



Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the “My Companies” tab to manage your staff roster.

[Applications & Forms](#) | [My Licenses](#) | **[My Companies](#)** | [User Settings](#) | [Contact Us](#) | [Logout](#)

Company Listing

COMPANY NAME	TITLE	FILE NUMBER	COMPANY EXPIRATION DATE	QA ROLE
2 _Ryan's Repo 123	Qualifying Agent	9999	6/30/2019	Repossessor

RYANSREPO@HOTMAIL.COM
Last Login Time:
6/4/2019 5:14:42 PM

Online Portal

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A new window will open up display you companies information and address

The screenshot displays a web application interface for managing company information. At the top, a toolbar contains icons for Save, Save and Close, Save and New, Delete, Copy Object, Refresh, History, Documents, Forms, Discussion, Print, More, Previous Object, Next Object, and Last Object. Below the toolbar, the page title is "Company Details". The main content area is divided into two sections: "Company Details" and "Address Details". The "Company Details" section contains fields for Name, DBA, Primary Phone, Website, License Number, License Expiration Date, Fax Number, and Email. The "Address Details" section contains fields for Mailing Address, Street, Building/Apt/Suite #, City, State, and ZIP. A red arrow points from the "Company Details" section to the "Address Details" section.

Company Details	
Name	License Number
Ryan's Repo 123	9999
DBA	License Expiration Date
	6/30/2019
Primary Phone	Fax Number
Website	Email
RyansRepoLV.com	RyansRepo@hotmail.com

Address Details		
Mailing Address		
Street		
303 S SAHARA AVE		
Building/Apt/Suite #		
SUITE 2		
City	State	ZIP
LAS VEGAS	NV	89103

Online Portal

We are asking all licensees **update their mailing and physical address**

1. Click submit address change to update address
2. Select which address you want displayed to the public

[My Details](#)

Repo 123 (ID # 3332931)
Charleston Blvd - Las Vegas

Address Details

Mailing Address

Street
303 S SAHARA AVE

Building/Apt/Suite #
SUITE 2

City
LAS VEGAS

State
NV

ZIP
89103

Physical Address

Street
456 Charleston Blvd

Building/Apt/Suite #
Ste 123

City
Las Vegas

State
NV

ZIP
89147

Preferred Public Address
Physical

1

2

Submit Address Change

Online Portal

Scrolling down the page:

1. Lists all violations and you are able to pay them online instead of mailing in payment
2. DO NOT USE this section for Renewing your license. Instructions were emailed to Qualified Agents on the renewal process
3. Please ensure the Members/Officers section properly displays the members reported to the NV Secretary of State. If changes need to be made contact our office.

Company Fines and Fees

1

Amount Due	Due Date	Fine Type	Other Reason
\$50.00	1/2/2018	Subsection 1 of NRS 648.149	I-00201-18 Failed to provide branch office location within 10 days.
\$100.00	2/22/2019	NRS 648.060	I-0018-19 -- \$100 owed for working a person without a card

1 - 2 of 2 records

Show 100 records

Renewals and Other Forms

2

No documents found

Qualifying Agents and Officers

3

<input type="checkbox"/> QA Role	First Name	Last Name	Title or Position	Phone	Effective Date	Expiration Date
	_Paul	_Palms	Member		7/1/2018	
	_Zoe	_Zest	Member		7/1/2018	
Repossessor	_Ryan	_Chinn	Qualifying Agent	(702) 300-...	7/1/2018	

< 1 - 3 of 3 records >

Show 100 records

1. Company Roster: This is the list of active employees on your roster
2. Previous Employees: Displays your old staff that has since been terminated

Company Roster1

<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber
	_Brenda	_Barns		5/8/2018	
	_Brenda	_Barns		1/25/2019	
	_JEREMY	_JENSON	TESTING	2/26/2019	
	_JESSICA	_JONES	_JEAN	1/27/2018	

1 - 6 of 6 recordsShow100records

Previous Employees2

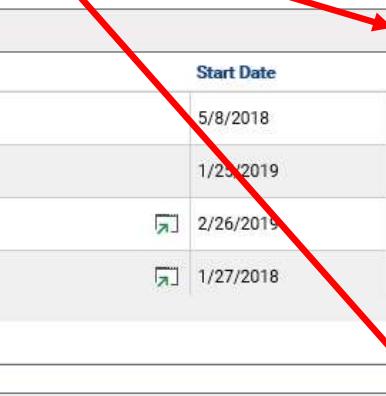
<input type="checkbox"/>	First Name	Last Name	Middle	SSN	Start Date	End Date
	_Jordan	_Jamison		999-02-...	1/18/2019	1/28/...
	_JEREMY	_JENSON	TESTING	987-98-...	1/25/2019	
	_JEREMY	_JENSON	TESTING	987-98-...	8/15/2018	1/25/...
	_Dexter	_Morgan		222-00-...	1/23/2019	1/25/...
	Test_Jeffrey	Test_Anderson		245-66-...	1/2/2019	12/21/...
	Test_Evan	Test_Jacobs		156-45-...	1/2/2019	1/16/...

1 - 6 of 6 recordsShow100records

Rosters

16

Focusing on these symbols to the right of the rosters -



<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber
<input type="checkbox"/>	_Brenda		_Barns		5/8/2018
<input type="checkbox"/>	_Brenda		_Barns		1/23/2019
<input type="checkbox"/>	_JEREMY		_JENSON		2/26/2019
<input type="checkbox"/>	_JESSICA		_JONES		1/27/2018

1 - 6 of 6 records

Show 100 records

<input type="checkbox"/>	First Name	Last Name	Middle	SSN	Start Date	End Date
<input type="checkbox"/>	_Jordan		_Jamison		999-02-...	1/18/2019
<input type="checkbox"/>	_JEREMY		_JENSON		987-98-...	1/25/2019
<input type="checkbox"/>	_JEREMY		_JENSON		987-98-...	8/15/2018
<input type="checkbox"/>	_Dexter		_Morgan		222-00-...	1/23/2019
<input type="checkbox"/>	Test_Jeffrey		Test_Anderson		245-66-...	1/2/2019
<input type="checkbox"/>	Test_Evan		Test_Jacobs		156-45-...	1/2/2019

1 - 6 of 6 records

Show 100 records

Rosters

17



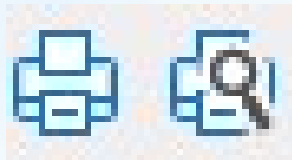
Refreshes the information only WITHIN the company roster window



Toggle filtering – allows you to search for a specific person within this window



Export to Excel- Allows you to export your entire roster to excel



Print – Print the roster in PDF



Create Object – **How you will ADD a person to your roster**

Rosters

To add someone to your roster click  (SINGLE click)

18

<input type="checkbox"/>	First Name	Last Name	Middle	Start Date	LicenseNumber
<input type="checkbox"/>	_Brenda	_Barns		5/8/2018	
<input type="checkbox"/>	_Brenda	_Barns		1/25/2019	
<input type="checkbox"/>	_JEREMY	_JENSON	TESTING	2/26/2019	
<input type="checkbox"/>	_JESSICA	_JONES	_JEAN	1/27/2018	

1 - 6 of 6 records

Show 100 records

<input type="checkbox"/>	First Name	Last Name	Middle	SSN	Start Date	End Date
<input type="checkbox"/>	_Jordan	_Jamison		999-02-...	1/18/2019	1/28/...
<input type="checkbox"/>	_JEREMY	_JENSON	TESTING	987-98-...	1/25/2019	
<input type="checkbox"/>	_JEREMY	_JENSON	TESTING	987-98-...	8/15/2018	1/25/...
<input type="checkbox"/>	_Dexter	_Morgan		222-00-...	1/23/2019	1/25/...
<input type="checkbox"/>	Test_Jeffrey	Test_Anderson		245-66-...	1/2/2019	12/21/...
<input type="checkbox"/>	Test_Evan	Test_Jacobs		156-45-...	1/2/2019	1/16/...

1 - 6 of 6 records

Show 100 records

Rosters

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It will open a new window that looks like this.

1. You **will not** be able to type in the person you would like to add. You **MUST** click the magnifying glass to find them.

You can use the search icon found in the First Name field to search for the person you would like to add to your roster. After you have selected an individual, enter their Start Date, then click on the ~~Save~~ button on the top of this window.

Employee Details	
First Name <input type="text"/>	License Number <input type="text"/>
Last Name <input type="text"/>	Expiration Date <input type="text"/>
Middle <input type="text"/>	DOB <input type="text"/>
Start Date* <input type="text"/>	SSN <input type="text"/>
<input type="checkbox"/> Allow Company Online Access	

License Details	
License Type <input type="text"/>	Provisional Issue Date <input type="text"/>
License Status <input type="text"/>	Provisional Expiration... <input type="text"/>

Rosters

20

It will open a new window that looks like this.

https://nevadapilb.onbaseonline.com/ - extLookupForCompanyRoster - Internet Explorer


ATTRIBUTES

First Name =

Last Name =

License/Card # =

SSN =

 **Find**

Rosters

It will open a new window that looks like this.

You can locate someone by either searching their R# or their First & last name

- 1. **R# Search:** Must include Dashes
- 2. **Name Search:** DO NOT spell out their entire name.

Example: If you are looking for **Jessica Jones** look at the example below

Enter the first 2 letters of the First name followed by an asterisk (*)

Enter 3 letters of the last name followed by an asterisk (*)

ATTRIBUTES

First Name =

Last Name =

License/Card # =

SSN =

(2) extLookupForCompanyRoster

First Name =

FIRST NAME	LAST NAME	SSN	CARD/LICENSE NUMBER	STATUS	PROVISIONAL DATE	EXPIRATION DATE
_JANICE	_JONES	999-04-9999	R-2017-03323	Provisional	3/24/2017	
_JESSICA	_JONES	333-33-3003	R-2018-05672	Active	1/23/2019	1/23/2024

Rosters

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Highlight and double click the person you are looking for

https://nevadapilb.onbaseonline.com/ - extLookupForCompanyRoster - Internet Explorer

ATTRIBUTES

First Name = _J*

Last Name = _JONE*

License/Card # =

SSN =

(2) extLookupForCompanyRoster

First Name =

FIRST NAME	LAST NAME	SSN	CARD/LICENSE NUMBER	STATUS	PROVISIONAL DATE	EXPIRATION DATE
_JANICE	_JONES	999-04-9999	R-2017-03323	Provisional	3/24/2017	
_JESSICA	_JONES	333-33-3003	R-2018-05672	Active	1/23/2019	1/23/2024

Rosters

It will bring you back to the previous page with the information populated in.

Here you can verify:

- 1. When their card was issued/expires
- 2. Firearm information – including months and when they need to renew
- 3. Exam information

Employee Details

First Name

JESSICA

Last Name

JONES

Middle

JEAN

Start Date*

License Number

R-2018-05672

Expiration Date

1/23/2024

DOB

3/3/1993

SSN

333-33-3003

License Details

License Type

Work Card

License Status

Active

Provisional Issue Date

1/23/2019

Provisional Expiration...

4/23/2019

Firearm Eligibility

Has Firearm Certificati...

NO

Requalification Months

Renewal Date

Initial Certification

Not Firearm Eligible

Security Guard Exam Details

Exam Current

Retest Date

Test Date

Rosters

24

1. To hire: input the date when they started with your company
2. **DO NOT CLICK THIS BUTTON** – unless you intend to give this person access to your company roster. This option is reserved for HR staff, personnel staff, etc. that make changes to your companies information and rosters.

Employee for: _Ryan's Repo 123

License # -

You can use the search icon found in the First Name field to search for the person you would like to add to your roster. After you have selected an individual, enter their Start Date, then click on the Save button on the top of this window.

Employee Details

First Name

_JESSICA



License Number

R-2018-05672

Last Name

_JONES

Expiration Date

1/23/2024

Middle

_JEAN

DOB

3/3/1993

Start Date*

SSN

333-33-3003

2

☐ Allow Company Online Access

1

Rosters

You can now see Jessica Jones was added to the roster

If it does not immediately populate click the refresh  button.

Company Roster

First Name

Last Name

Middle

Start Date

LicenseNumber

_JEREMY

_JENSON

TESTING

2/26/2019

_JESSICA

_JONES

_JEAN

1/27/2018

_Larry

_Lawson

_Leon

1/24/2019

ED

MCMAHON

LEO

9/10/2018

<

>

1 - 4 of 4 records

Show100records

Rosters

If you double click on someone's name you can get more information on their card as well as terminate them

Terminating:

1. Find them on your current roster and double click their name

Company Roster

First Name

Last Name

Middle

Start Date

LicenseNumber

_JEREMY

_JENSON

TESTING

2/26/2019

_JESSICA

_JONES

_JEAN

1/27/2018

_Larry

_Lawson

_Leon

1/24/2019

ED

MCMAHON

LEO

9/10/2018

<

>

1 - 4 of 4 records

Show100records

Rosters

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Terminating:

Scroll to the bottom of the page to find the termination area.

Employee for: _Ryan's Repo 123

License

_JEREMY TESTING _JENSON

Employee Details

First Name

_JEREMY

Last Name

_JENSON

License Number

R-2018-01002

Expiration Date

10/30/2023

☒ Allow Company Online Access

Termination

If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button.

Date Terminated

☐ Termination was Voluntary

Termination Notes

Terminate Employee

Rosters

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You must:

1. Put a date when you know he was terminated, or the date his card expired.
 1. When someone's card expires you need to terminate them the system does not terminate them automatically
2. Either click "Termination was voluntary" or make a note
3. Click Terminate Employee

The screenshot shows a web form titled "Termination" with a light green header. Below the header, a grey instruction bar reads: "If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button." The form contains three main sections: 1. "Date Terminated" with a text input field and a calendar icon; 2. "Termination Notes" with a checkbox labeled "Termination was Voluntary" and a large text area; 3. A blue "Terminate Employee" button. Three yellow callout boxes with numbers 1, 2, and 3 point to the date field, the checkbox, and the button respectively.

Termination

If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button.

1 Date Terminated

2 ☐ Termination was Voluntary

Termination Notes

3 Terminate Employee

Rosters

We recommend placing a note:

- The PILB can see your notes
- Other licensees cannot see the note
- In the future all staff can see the note that was placed by your own company

Termination

If you would like to terminate this employee, please provide a termination date, then click on the Terminate Employee button.

Date Terminated

5/30/2019



☐ Termination was Voluntary

Termination Notes

Employee was terminated for sleeping on the job, he never returned uniforms

Terminate Employee






















Rosters

30

You can now see the terminated employee was added to the terminate roster

If it does not immediately populate click the refresh  button.

* Multiple entries may be displayed if you have added and terminated someone multiple times wince they had a card.

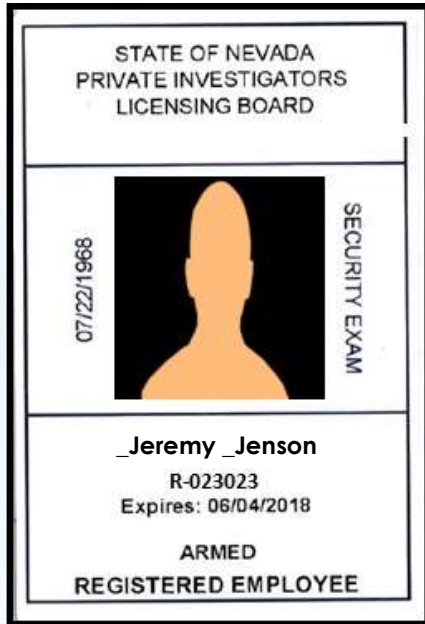
Previous Employees									
<div><div></div><div>First Name</div><div>Last Name</div><div>Middle</div><div>SSN</div><div>Start Date</div><div>End Date</div></div>									
<input type="checkbox"/>	_Brenda		_Barns			022-22-...		5/8/2018	
	_Brenda		_Barns			022-22-...		1/25/2019	6/5/2019
	_Jordan		_Jamison			999-02-...		1/18/2019	1/28/2019
	_JEREMY		_JENSON		TESTING			2/26/2019	5/30/2019
	_JEREMY		_JENSON		TESTING			1/25/2019	
	_JEREMY		_JENSON		TESTING			8/15/2018	1/25/2019
<div><div><</div><div></div><div>></div></div>									
1 - 9 of 9 records								Show 100 records	

DISCLAIMER

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Below are the ONLY acceptable PILB Registered Work Cards

Before June 2018



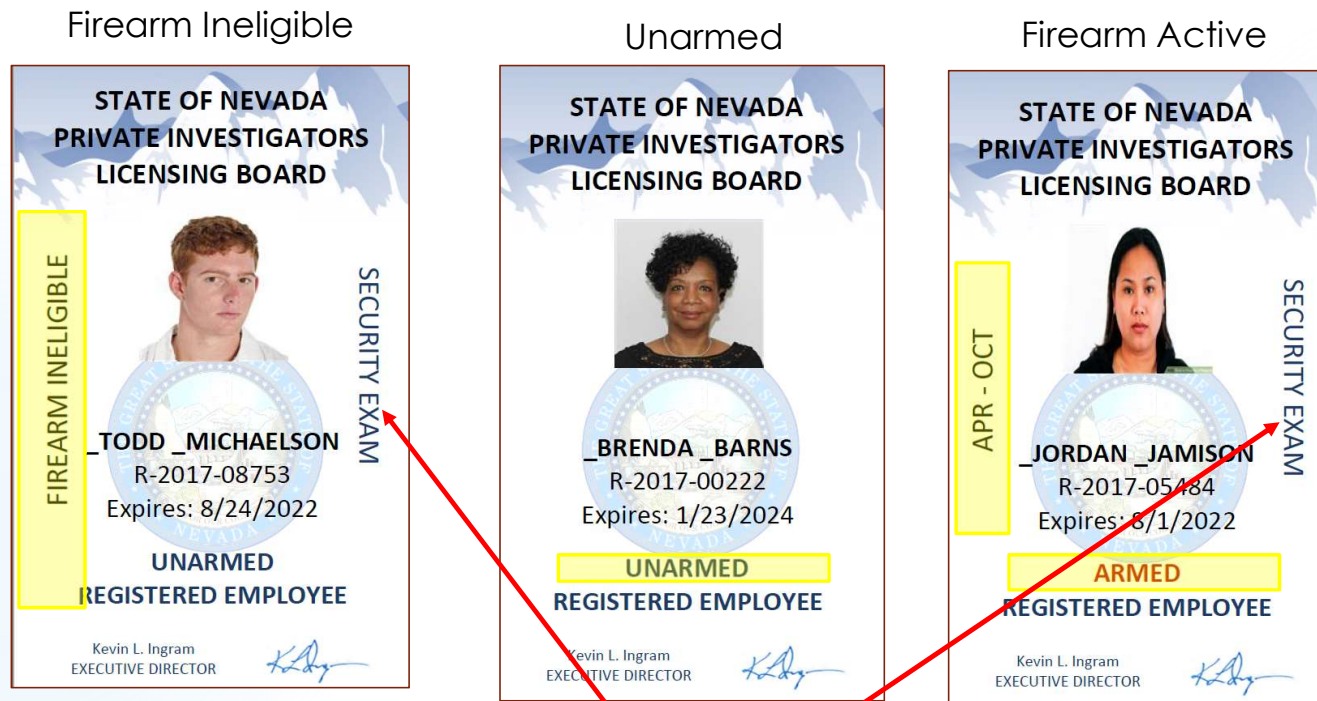
After June 2018



DISCLAIMER

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There are 3 types of new PILB work cards



PPO Requirement

DISCLAIMER

33

If someone had an old card (R-6 digits) and that card has since expired, you must terminate that OLD card and add them with the new R-2018/2019 number.



Before to June 2018

Ex:

Terminate the R-023023 card
Add them as a new person to
your roster with the R-2018-01002.

The dates you would use would
be the LAST day they worked
using old card (R-023023)
and

the start date would be the first
day they worked using new card
(R-2018-01002)



After to June 2018



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